

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727
301-600-6300 fax 301-600-6313

Mayor
Donald N. Briggs
Town Manager
David Haller
Town Clerk
Cathy Willets

Board of Commissioners
Timothy O'Donnell, President
Clifford L. Sweeney
Glenn Blanchard
Jennifer Mellor
Joseph Ritz III

TOWN MEETING AGENDA JANUARY 21, 2015

I. CALL MEETING TO ORDER (7:30PM)

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

Planning Commission Meeting, **January 26** @ 7:30 pm

Town Meeting, **February 2** @ 7:30 pm

Parks Committee Meeting, **February 17**

C. APPROVE MINUTES FROM *January 5* TOWN MEETING

D. POLICE REPORT

E. TOWN MANAGER'S REPORT

F. TOWN PLANNER'S REPORT

G. COMMISSIONER COMMENTS

H. MAYOR'S COMMENTS

I. PUBLIC COMMENTS

J. ADMINISTRATIVE BUSINESS

K. CONSENT AGENDA

II. AGENDA ITEMS:

1. *Audit Report*

III. SET AGENDA ITEMS FOR FEBRUARY 2, 2015 TOWN MEETING

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

APPROVE MINUTES FROM JANUARY 5, 2015 TOWN MEETING

**MINUTES
TOWN MEETING
January 5, 2015
Emmitsburg Town office**

Present: Mayor Donald Briggs; Commissioners Joseph Ritz III, Glenn Blanchard and Tim O'Donnell, President.

Staff present were Vickie Felix, and Dave Haller, Town Manager.

Absent: Commissioner Mellor with prior notice.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the January 5, 2015 Town meeting to order at 7:30p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the December 2, 2014 Town Meeting were approved as corrected.

Mayor Briggs welcomed the attendance of Mr. Roger Wilson who is the new Government Affairs and Policy Director for the new County Executive. Mr. Wilson stated he is looking forward to working with the town.

Commissioners Comments

Commissioners' cited attendances to include the Vigilant Hose Company banquet and the St. Joseph Parish Council dinner. Town staff was thanked for all the work done with the Christmas decorations and decorating the tree; there has also been a lot of positive feedback from residents concerning customer service from staff. The Lions club gave out over 55 baskets to families for the holiday. It was announced that the food bank could use donations. Commissioner Blanchard had opportunity to speak with Commissioner Delauter and President of the Board, Bud Otis in regards to municipal meetings to continue as a feedback to municipalities. Some complaints received were speeding on Main Street and crosswalk safety enforcement and illegal left turns on Irishtown Rd onto Brookfield Rd. during rush hour. Commissioner O'Donnell has been invited to attend Brunswick town meeting to give the positive and negatives in regards to the trails as they are considering creating multi-user trails in their town too. Commissioner Blanchard announced that he will be late for the January 21, 2015 town meeting.

Mayor's Comments

Mayor Briggs cited that his attendances to include the EBPA annual awards dinner; the Green Team Meeting; the Mother Seton School Christmas pageant. Meetings cited were with Ron Siarnecki, Executive of the Fallen Firefighters; residents in Community Park on thoughts for a site for a dog park; staff in regards to new technology on saving more money on electric, will meet with company for the project. Activities cited were speaking with the 4th graders at Mother Seton School; decorating of Christmas tree in front of the community building with the Emmitsburg Elementary School students; distributed Christmas food baskets along with his wife

Libby and grandson Tyler. He received notice that town has been approved for a third Community Legacy grant and announced that the final touches have been made to the improvements at 22 E. Main St. Improvements were funded through Community Legacy grants and energy grants.

Administrative Business - none
Consent Agenda – none

Reports:

Town Mangers Report – reported on the public works department monthly activities to include a water production and consumption analysis. Mr. Haller highlighted that Rainbow Lake is at the spillway level and the wells are low but stabilized. The town has a precipitation surplus of 7.8” over the last six months. There were no spills of untreated sewerage in the month of November and the plants design capacity was exceeded on three days in November.

Town Planners Report – Mr. Haller highlighted staff started to intensify efforts in the comp plan update. Staff will have that in outline form for a presentation by March 1, 2015. Staff is looking into a cluster zoning; water and sewer capacity will stay fairly unchanged and staff will be looking into recommendations for minor zoning changes. **Detailed report at Exhibit A.**

Treasurer’s Report – Commissioner Blanchard reported on December 2014 cash activity. The Board would like an updated report on the savings for the electric, Mr. Haller interjected it is about 15%. **Detailed report at Exhibit B.**

Planning Commission Report – Commissioner Sweeney reported that there was no meeting in December 2014.

II. Agenda Items

Fire Fighters Heritage Museum Water & Sewer Service

Mr. Haller stated that the Town is very fortunate to have the Fire Fighters Heritage Museum in Emmitsburg. The Town has a gratis program for water and sewer and at the present time the Vigilant Hose Company and the Ambulance Company are on the program. Mr. Haller has reviewed the usage for the Fire Fighters Museum and would like to suggest that the Town include the museum in the gratis program and set a limit up to \$1,200 dollars in a year. Staff feels it would be a benefit to the Town and is asking for the Boards support. Mr. Frank Schmursal spoke on behalf of the Fire Fighters Museum stating that the museum doesn’t come near the minimum each quarter and that this would be a benefit for the museum, they run on a \$9,000 budget. They rely entirely on donations. Discussion took place on what the qualifiers were for the gratis program.

Motion: To approve the request for the Fire Fighters Heritage Museum to be put on the Town gratis program for their water and sewer service up to \$1,200 per year.

Motion made by Commissioner Blanchard and second by Commissioner Ritz.

Vote: 4-0 in favor

Demolition of Barn at Scott Road Farm

Mr. Haller reported that a windstorm a couple of months ago really started to deteriorate the barn. Staff checked with County and there is no historical value to the barn. Staff talked with the County and the Town can obtain a demolition permit for approximately \$80 to \$100 to have the barn removed. Due to the condition of the barn and the risk of it falling, staff is asking for permission to investigate cost of having the barn removed and timber salvaged. A RFP would be solicited and brought back to the Board.

Motion: To take a 2 minute recess from the scheduled meeting to get clarification on a procedural item at 8:34 p.m.
Motion made by Commissioner Blanchard and second by Commissioner Ritz.
Vote: 4-0 in favor

Meeting was called back to order at 8:36 p.m.

Motion: To approve staff to move forward with the bid process for the Scott Road Farm barn demolition and bring back to Board.
Motion made by Commissioner Blanchard and second by Commissioner Sweeney.

Vote 4-0 in favor

Transportation access in town – discussion

Commissioner O'Donnell presented that he is looking to the future for the Town and would like to enhance transportation options in Emmitsburg. He went over the concept of sharrows. Shared lane markings (also referred to as sharrows) help convey to motorists and bicyclists that they must share the roads on which they are operating. The purpose of the markings is to create improved conditions for bicyclists by clarifying where they are expected to ride and to remind motorists to expect bicyclists on the road. Commissioner O'Donnell read from the bicycle policy and design guidelines for shared lane design. He would like to see sharrows in Emmitsburg. Mr. Haller directed the Board to look at page 26 of 28 of the packet where some of the town streets were listed where "shared lanes" would work in the town. A lengthy discussion pursued. Mayor Briggs expressed the concern for the Town's liability on Lincoln Ave; his focus is on safety. Board discussed signs versus markings and connectivity in the town.

Set Agenda Items for January 21, 2015 Town Meeting

1. Audit report

III. Public Comments – Vernon French, 104 E. Main St. – asking for a variance on two sheds on his property. Mr. Haller reported under the Maryland state law you can't grant a variance. Mr. French asked for 6 months to liquidate his possessions. Commissioner O'Donnell will follow up with Mr. Haller.

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS – none

V. Adjournment

With no further business, the January 5, 2015 Town Meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Vickie L. Felix
Recording Secretary

Date Approved:

ITEM D

POLICE REPORT – to be presented at meeting

ITEM E

TOWN MANAGERS REPORT

Town Manager's Report
DECEMBER 2014
Prepared by David Haller

Streets:

- Staff put up the Christmas tree on the square and helped students and the Mayor decorate the tree at the Community Center.
- Staff repaired a number of street lights.
- Staff repaired and installed a few street signs.
- Staff installed snow flags on fire hydrants.

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed once a day and the DE filters are being done once per week.
- Our wells are down an average of 9.25' from their May 2011 levels.
- Water production and consumption. We produced and purchased an average of 317,536 GPD. We consumed an average of 301,602 GPD.

The difference is "Backwash Water" ... (5.0%). We purchased 356,820 gallons of water from MSM this month.

- 44.5% of this water came from wells.
- 3.6% of this water came from Mt. St. Mary's.
- 51.9% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is shut down for the season.
- We received about 3.5" of precipitation this month (the average is 3.3").
 - We have a precipitation **SURPLUS** of 8.0" over the last six months. The average precipitation for the period from July 1 thru December 31 is 22.1". We have received 30.1" for that period.
- Wastewater Treatment:
 - We treated an average of 582,000 GPD (consumed 301,602 GPD) which means that 48.2% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of December

- We did exceed the plant's design capacity on six days in the month of December.

12/06	1,160,000 GPD	12/07	811,000 GPD	12/08	771,000 GPD
12/09	1,050,000 GPD	12/24	1,479,000 GPD	12/25	860,000 GPD

Trash: Trash pickup will remain Mondays for the remainder of the month of January.

Parks:

- Staff has winterized all park facilities.
- Staff has been performing standard park maintenance.

I Recently Attended the Following Meetings:

- 12/02 Met with Mayor and Planning Dept.
- 12/03 Met with Mayor and Fallen Firefighters Foundation
- 12/05 Attended MML dinner
- 12/15 Met with Mayor
- 12/17 Met with Planning Dept.
- 12/22 Met with Planning Dept.

PARKING ENFORCEMENT REPORT

Date: December 2014

Overtime Parking: 42
Restricted Parking Zone: 6
Parked in Crosswalk: 0
Parked on Sidewalk: 0
Parked Blocking Road: 0
Parked by Fire Hydrant: 0
Parked on Highway: 0
Failure to Park between Lines: 0
Other Violation: 0
Left Side Parking: 0
Meter Money: \$1,207.63
Parking Permits: 0
Meter Bag Rental: 0
Parking Ticket Money: \$260.00
Funerals: 1

Total: \$1,467.63

Zoning/Code Enforcement Report

December 2014

1. Submitted 2015 Grant Application to the Maryland Energy Administration. Updated the 2014 grant request and submitted.
2. Followed up on comments on the WWTP plans from Soil Conservation and forward to GHD engineering to be addressed prior to submittal for reapproval.
3. Contacts with Maryland Energy Administration grant administration. Continue updating and monitoring electrical usage. Continue to coordinate billing information with Standard Solar for Potomac Edison credits.
4. Arranged and attended the Green Team training session with Univ. of MD representative Mike Hunninghake.
5. Pick up MEA award signs at E Copy Plus. Give to Jim for mounting.
6. Finalize approvals for Dollar General permits. Begin to arrange a meeting for preconstruction of utilities with contractor.
7. Continued coordination of the water line extension with FEMA, Town Attorney and Town Departments. Send status emails but have had no response from FEMA.
8. Continued to coordinate with Facility Resource Group new electrical monitoring systems for Town buildings. Received a proposal for installation and arranged meetings to discuss.
9. Send out first Grease Trap report letters. Began to receive reports.
10. Met with Mayor Briggs and Teresa Grable from the Emmitsburg News to discuss the solar farm project.
11. Met with Town Planner and Mr. Hobbes to discuss potential for the remaining lot.
12. Monitor 22 East Main Street project.
13. Got barn demolition information. Went over utility locations with Steve.
14. Continue to label old permit files.
15. Continue to coordinate with State Highway on sidewalk and square projects.
16. Begin to look into creating a Dog Park within the Town.
17. Tour town.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
12-4-14	515 E Main St.	Temp Sign	NC
12-9-14	501 E Main St.	Signage	\$35
12-2-14	333 S Seton Ave	Signage	\$35
12-3-14	1 E Main St.	Roof Repl.	NC (Legacy)
12-10-14	286 S Seton Ave	Home Occup.	\$35
12-10-14	524 W Main St	Roof repl	\$46
12-15-14	303 W Lincoln Ave	Int Reno	Pending
12-15-14	332 Mountaineers Way	Solar Panels	\$61
12-16-14	1 E Main St	Zoning Certificate	\$35
12-30-14	286 S Seton Ave	Int. Reno	\$35

ITEM F

Planner's Report

December 2014

Susan H. Cipperly, Town Planner

1. Attended Town Meeting Dec. 2 & Town Meeting agenda meeting in am.
2. Attended Frederick County quarterly planners' meeting Dec. 12.
3. Attended Journey through Hallowed Ground/Catoctin Byways meeting on Dec. 18.
4. Community Legacy grant program coordination – local
 - Met with Community Legacy Work Group to review project applications.
 - Submitted 105 N. Seton and 307 W. Main projects to MHT for review.
 - Prepared quarterly reports for CL FY2013 and FY2014 and sent to DHCD.
 - Tracked progress of current projects, and funding utilization, submitted reimbursement requests for completed projects.
 - 22 E. Main transformations took place during the week of 12/15 -12/19. Combination of weatherization grant money (window and door replacement) and CL money (paint, trim).
 - Documented projects via photos.
5. Dollar General status – Site is cleared, permits approved. Work will commence in 2015, as weather permits.
6. Attended Census data use training session at Frederick Co. planning office on Dec. 3.
7. Responded to inquiries from the public and regarding potential development projects, including the 507 E. Main vicinity.
8. Met Eastern Clock Company for delivery of clock for the square. Donated by MSM.
9. Supervised enforcement activity. Issues on E. Main re car lot have been addressed.
10. Arranged Frederick County Planning Office presentation at Nov. 7 town meeting regarding County Comp Plan updates.

ITEM J

ADMINISTRATIVE BUSINESS – no items

ITEM K

CONSENT AGENDA – no items

AGENDA ITEMS

ITEM 1

Audit Report – to be presented at meeting

IV) SET AGENDA ITEMS FOR FEBRUARY 2, 2015 TOWN MEETING

1.

2.

3.

4.

5.

6.

**V) SIGN APPROVED TEXT AMENDMENTS AND/OR
RESOLUTIONS**